Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010016-9

# CONVERSION SPECIFICATIONS



| PROJECT | SYSTEM | PREPARED BY | DATE | CONVERSION NO. |
|---|---|---|---|---|
| STAFFING | STAFFING | [redacted] | 27 Nov 72 | 45 |

REQUIREMENTS / ~~XXXXXXXXXXX~~

Assign new Organization Codes, Position Numbers, Position Sequence Numbers, Supervisor Codes, Position Title Suffix, and Emergency Relocation Codes to employees in a Staffing position.

Assign new Military Occupational Codes to all military employees.

Assign the 'Old Position Location Code' to all employees in a position where the 'Employee Location Code' does not equal the 'Position Location Code'.

Create a tape for all employees that are in Development Complement or Pending Reassignment.

Maintain counters for each category above to indicate how many employees were assigned each item.

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Specification:

Using the Personnel/Position Status master and the Converted Position Records tape from the same month, match the positions and employees on PCR Control Number and Old Position Number.

1. Employees that do not match are in Pending Reassignment or Development Complement. These records are written to a separate tape for further processing (See Conversion Number 46). Military employees [2nd character, ID = J] in this category are assigned a new Occupational Code of 9999.99 prior to be written to the tape.
2. Employees that do match are assigned the following new items, if applicable:
   a. Organization Code - Assign new Position Organization Code
   b. Position Number - Assign new Position Number

| DATA ITEMS / ATTRIBUTES | | USE DICTIONARY (FILE NAME) |
|---|---|---|
| OLD | NEW | |
| | | |

| ////////////////////// | YES | NO |
|---|---|---|
| MANUAL CODING REQUIRED | | |
| KEY PUNCHING REQUIRED | | |
| EAM PROCESSING | | |
| PROGRAM REQUIRED | XXX | |

PROGRAM NO. & NAME

EB599L

RESPONSIBLE COMPONENT(S)

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|---|---|---|---|---|
| STAFFING | STAFFING | [redacted] STATINTL | 11/27/72 | 45 |

XXXXXXXXXX / SPECIFICATIONS (Con't)

c. Position Sequence Number - Assign new Position Sequence Number

d. Supervisor Code - Assign new Position Supervisor Code if = 'S'

e. Position Title Suffix - Assign new Position Title Suffix if ≠ blank (ß)

f. Emergency Relocation Code - Assign new Position Emergency Code if = 'E'

g. Occupational Code - [1] If Military employee (2nd character ID = J) in Military Position (Position Type = M) -- Assign new Position Occupational Code.

[2] If Military employee in Non-Military (Position Type ≠ M) -- Assign 9999.99 to Occupational Code

[3] If Non-military employee -- Move old occupational Code to new Occupational Code

h. Old Position Location Code - Compare employee 'Station Code' to 'Old Position Location Code' -- If not equal, assign 'Old Position Location to employee record, UNLESS EMPLOYEE LOCATION CODE='99999'

3. Maintain Counters for each category above.

4. See attachments for PPSTAT and new SSN's in position record layout,

5. Record layout for Converted Positions is contained in Staffing Conversion #44.

| DATA ITEMS / ATTRIBUTES | | USE DICTIONARY (FILE NAME) |
|---|---|---|
| OLD | NEW | |
| | | |

| ////////////////////// | YES | NO |
|---|---|---|
| MANUAL CODING REQUIRED | | |
| KEY PUNCHING REQUIRED | | |
| EAM PROCESSING | | |
| PROGRAM REQUIRED | XX | |

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EB599L

RESPONSIBLE COMPONENT(S)

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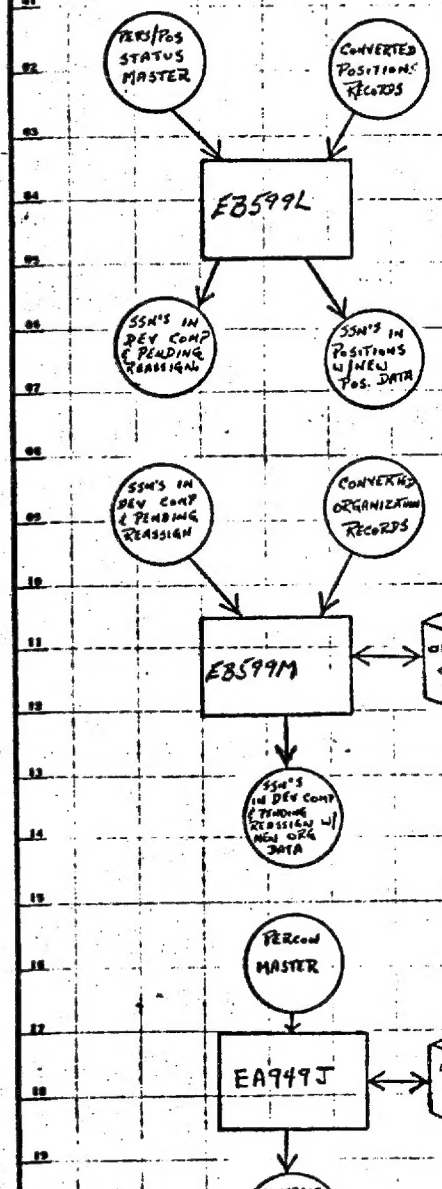
IBM DIAGRAMMING AND CHARTING WORKSHEET

Application ASSIGNMENT OF NEW ORGANIZATIONAL/POSITION DATA TO EMPLOYEES Date 21 NOV 72 Page 1 of 1

Procedure _____ Drawn By [redacted]




Fold under at dotted line.

(CONVERSION #45)

THIS PROGRAM WILL MATCH POSITIONS AND EMPLOYEES ON PCR CONTROL NUMBER AND OLD POSITION NUMBER.

1. ALL EMPLOYEES IN VALID POSITIONS WILL RECEIVE THE FOLLOWING NEW ITEMS IN THEIR RECORDS: ORGANIZATION CODE, POSITION NUMBER, POSITION SEQUENCE NUMBER, SUPERVISOR CODE, POSITION TITLE SUFFIX, AND EMERGENCY RELOCATION CODE
2. EMPLOYEES THAT ARE IN DEVELOPMENT COMPLEMENT OR PENDING REASSIGNMENT ARE WRITTEN TO A SEPARATE TAPE FOR FURTHER PROCESSING.
3. ASSIGN NEW MILITARY OCCUPATIONAL CODES TO ALL MILITARY EMPLOYEES.

# ASSIGN THE 'OLD POSITION LOCATION CODE' TO ALL EMPLOYEES IN A POSITION WHERE 'EMPLOYEE LOCATION CODE' DOES NOT EQUAL 'OLD POSITION LOCATION CODE'

(CONVERSION #46)

THIS PROGRAM CHECKS THE EMPLOYEES DIVISION CODE FOR 997 OR 998.

1. IF 997 - IT WILL GENERATE A NEW D/C ORG CODE + A 'DCOFF' POSITION NUMBER
2. IF 998 - IT WILL GENERATE A NEW PENDING REASSIGNMENT ORG CODE + A 'PROFF' POSITION NUMBER
3. IF NOT EQUAL TO 997 OR 998 - IT IS ASSUMED THE EMPLOYEE IS PENDING TO A DIVISION. THE EMPLOYEES OLD DIVISION CODE IS MATCHED TO OLD DIVISION ORG CODE ON THE ORG TAPE. THE PROGRAM WILL GENERATE A NEW DIVISION PENDING REASSIGNMENT ORG CODE + A 'PRDIV' POSITION NUMBER.

(CONVERSION #47)

THIS PROGRAM CHECKS THE 'TYPE EMPLOYEE CODE' AND OFFICE CODE' AND ASSIGNS A NEW POSITION NUMBER AND NEW ORGANIZATION CODE. TYPE EMPLOYEES A, B, & C ARE ASSIGNED A 'CCOFF' POSITION NUMBER AND CONTRACT OFFICE ORG CODE. TYPE EMPLOYEES F, G, H, & I ARE ASSIGNED A 'NTOFF' POSITION NUMBER AND A MISCELLANEOUS OFFICE ORG CODE.

NOTE: THIS STEP WILL BE ACCOMPLISHED IN GAP'S CONVERSION PROGRAM (EA949J)

NOTE: SSN'S (NEW) ARE NOT AVAILABLE WHEN THE ABOVE CONVERSION TAKES PLACE. PERSIGN WILL ACCOMPLISH ASSIGNMENT OF NEW SSN'S IN A LATER STEP.

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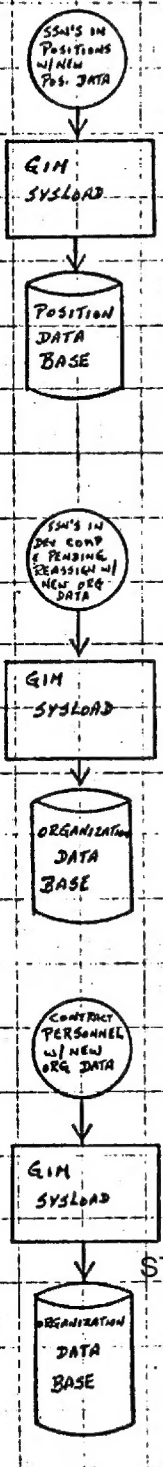
STATINTL

IBM DIAGRAMMING AND CHARTING WORKSHEET

Application INDEXING SSN'S TO ORGANIZATIONS & POSITIONS WITHIN GIM Date 21 NOV 72 Page 1 of 1

Procedure _____ Drawn By [redacted]

PERSIGN WILL ASSIGN NEW SSN'S TO THESE TAPES, IN LIEU OF EMPLOYEE SERIAL NUMBER, PRIOR TO BEING LOADED INTO GIM.




THIS PROGRAM WILL INDEX THE SOCIAL SECURITY NUMBERS (SSN'S) TO THE NEW POSITION DATA BASE WHICH IS PREVIOUSLY ESTABLISHED IN GIM.

STATINTL

APPROX [redacted] POSITION RECORDS ON DATA LIST
APPROX [redacted] SSN'S WILL BE INDEXED TO POSITIONS
APPROX 70 MAXIMUM WILL BE INDEXED TO A SINGLE POSITION

THIS PROGRAM WILL INDEX THE SOCIAL SECURITY NUMBERS (SSN'S) TO THE DEVELOPMENT COMPLEMENT & PENDING REASSIGNMENT ORGANIZATIONS ON THE ORGANIZATION DATA BASE WHICH IS PREVIOUSLY ESTABLISHED IN GIM.

APPROX 6500 ORG RECS ON DATA LIST
APPROX 700 D/C OR P/R SSN'S WILL BE INDEXED IN THIS STEP
APPROX 80 MAXIMUM WILL BE INDEXED TO A SINGLE ORG IN THIS STEP

THIS PROGRAM WILL INDEX THE SOCIAL SECURITY NUMBERS (SSN'S) TO THE CONTRACT ORGANIZATIONS ON THE ORGANIZATION DATA BASE WHICH IS PREVIOUSLY ESTABLISHED IN GIM.

STATINTL

APPROX 6500 ORG RECS ON DATA LIST
APPROX [redacted] CONTRACT SSN'S WILL BE INDEXED IN THIS STEP
APPROX 450 MAXIMUM WILL BE INDEXED TO A SINGLE ORG IN THIS STEP

Fold under on dotted line.

NOTE: HAVE TO ALLOW FOR APPROX 1500 SSN'S TO BE INDEXED TO A SINGLE ORG WITHIN THE SYSTEM. (PENDING REASSIGNMENT TO OFFICE)

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